



Terry Tamminen
Agency Secretary

Air Resources Board

Alan C. Lloyd, Ph.D.
Chairman
1001 I Street • P.O. Box 2815
Sacramento, California 95812 • www.arb.ca.gov



Arnold Schwarzenegger
Governor

MEMORANDUM

TO: AQSB Staff

FROM: Kenneth R. Stroud, Chief
Air Quality Surveillance Branch

DATE: December 30, 2003

SUBJECT: ANNOUNCING AQSB AIR MONITORING WEB MANUAL

I am pleased to announce the development of a new web page, the "Web Manual", that provides most of the technical information and forms you need in a convenient and organized format. Effective immediately, this site is our new on-line repository for Standard Operating Procedures (SOP's), Monthly Maintenance Check Sheets, Calibration worksheets, Instrument Specifications, and Acceptance Test Procedures (ATP's) for field instruments. SOP's, ATP's and Monthly Maintenance Check Sheets are available in PDF format. Calibration worksheets are available as Microsoft Excel Spreadsheets. The instrument specifications are available in Microsoft Word format. The Air Monitoring Web Manual can be accessed via web browser at <http://www.arb.ca.gov/aqdas/amwm.php>. (See attachment).

Beginning with January 2004, all Monthly Maintenance Check Sheets should be downloaded from the Web Manual and used and submitted as usual. The Monthly Maintenance Check Sheets for the API Model 400 Ozone Analyzer, Dasibi Model 3008 CO Analyzer, TECO Model 43 SO₂ Analyzer, Met One Model 1020 BAM, Met One SASS Sampler, R&P Model 2000 PM_{2.5} Sampler, Sierra-Andersen PM₁₀ Sampler, and the Xontech 910 Sampler have all been updated as of December 2003. The Web Manual is your source of these revised documents.

Matt Quok, of the Operations Support Section, will maintain the Air Monitoring Web Manual and update it with new documents as they are completed. Please check the Web Manual periodically for updated documents.

As you know, the validity of data obtained from any analyzer depends upon analyzer performance and operator proficiency. Deviations from the procedures set forth in SOP's can result in the collection of invalid data. Therefore, each of us must become familiar with the information contained in SOP's for those instruments which we operate

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.

California Environmental Protection Agency

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in order to achieve the minimum level of competence and acceptable level of data quality.

The Air Monitoring Web Manual is continuously in development. If you have any suggestions for improvements or changes to either the web page or any of the documents contained within, please contact me, Mac McDougall, or Matt Quok.

cc: Bill Loscutoff
Matt Quok